

**\* except if Administrative funds only are being requested.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## FORM NSP DD 2

Instructions for completing **REQUEST FOR DRAWDOWN OF NSP FUNDS DRAW SUMMARY**

**This form is designed to accompany REQUEST FOR DRAWDOWN OF NSP FUNDS FOR INDIVIDUAL PROJECT forms and SUMMARIZES the totals for all individual project forms submitted.**

**This form MUST be accompanied by individual project draw request forms unless the draw is for administration only.**

- 1. Grantee Information:** Insert Grant Recipient Name; DCA Assigned Grant Number; number of this draw request for overall grant (sequential); Name and contact phone number for person completing form.
- 2. Drawdown Information: Include entire budget for grant by activity number**
  - Column A: Insert all approved NSP Activity Numbers for grant award.
  - Column B: Insert approved budget amount for each activity.
  - Column C: Insert amount drawn *prior* to this request for the activity.
  - Column D: Insert amount remaining in budget for this activity.
  - Column E: Insert amount requested for each activity on this drawdown.
  - Column F: Insert amount remaining in each activity after drawdown
  - Totals: sum of amounts listed above in columns B, C, D, E and F.
- 3. Program Income information:** List all program income received since the last draw request (all program income must be used in accordance with NSP regulations). List cash on hand in bank account as of the date of the draw request (Cash on hand must be limited to \$5000 or less. Amounts above that must be expended within 3 days or returned to DCA. (See NSP Recipient Manual for additional information.)
- 4. Certifications:** Signature of TWO authorized officials (named on the Grant Award as authorized Signatories).

**\*\*\*DOCUMENTATION OF AMOUNTS REQUESTED MUST BE ATTACHED TO THE DRAW REQUEST:\*\*\***

See instructions for completing REQUEST FOR DRAWDOWN OF NSP FUNDS FOR INDIVIDUAL PROJECT  
For required documentation for other activities

Activity	Documentation (copies) to submit	Other documentation to retain in file
Administration	Only if requested by DCA	Invoices for payment requests (subrecipients, contracted administrators) Timesheets local staff